

# Update Your Travel Profile

Before you use CONCUR for the first time, you must update and save your profile. You must save your profile before you first attempt to book a trip.

If you are a travel arranger for someone else, you will go to the travel tab and select "Arrangers" under the tab. The dropdown will appear and select the profile that you want to edit from the **You are Administering Travel For** dropdown menu.

## Step 1: Change your Time Zone, Date Format, or Language

### How to...

1. On the top right corner of page, click **Profile**.
2. On the **Profile** submenu, click **Profile Settings**.
3. On the **Profile Settings** page, update the appropriate information, and then click **Save**.

### Additional Information

You can change the system and regional settings (number, currently, date, and time format).

The screenshot shows the CONCUR user interface. At the top right, the 'Profile' dropdown menu is highlighted with a red circle. Below it, the user menu for 'JESSICA' is visible, with a red arrow pointing to the 'Profile Settings' link. The main content area is titled 'My Profile - Personal Information' and contains several sections:

- Important Note:** A yellow warning box stating: "Your Name and Airport Security: Please make certain that the first, middle, and last names shown below are identical to those on the photo identification that you will be presenting at the airport. Due to increased airport security, you may be turned away at the gate if the name on your identification does not match the name on your ticket."
- Personal Information:** Fields for Title, First Name [Required] (JESSICA), Middle Name [Required], Nickname, Last Name [Required], and Suffix. There is a checkbox for "No Middle Name".
- Company Information:** Fields for Employee ID (92), Manager, Org. Unit/Division (02-GEORG), and Employee Position/Title (BUSINESS ASSOCIA).
- Work Address:** Fields for Company Name (Texas A&M University S), Street (3147 TAMU), City (College Station), State/Province/Region (TX), Postal Code (77843-3147), and Country (United States of America).

Each section has a 'Save' button at the bottom right. The left sidebar contains various settings categories like 'Your Information', 'Travel Settings', 'Request Settings', 'Expense Settings', and 'Other Settings'.

# Update Your Personal Information

## How to...

1. On the **My Concur** page, click **Profile** on the menu at the top of the page.
2. On the **Profile** submenu, click **Personal Information**.
3. On the **My Profile** page, update the appropriate information, and then click **Save**.

## Additional Information

You must complete all fields marked **Required** (in orange) to save your profile.

Verify that the first and last name fields match the ID used at the airport.

If you cannot edit these fields, contact your travel agency or travel manager to make changes.

The country you select in the work address fields will determine the default map that appears on the **Concur Travel Map** tab.

There are several **Save** buttons on the profile page. You only need to save once as every **Save** button saves the entire profile.

### Complete these sections of your travel profile:

- **Name & Airport Security** - Confirm that your name is identical to those on the photo identification that you will be presenting at the airport. If not identical, update this information.
- **Company Information** – Confirm Company information is correct.
- **Home Address** - optional
- **Work Address** – Company Name will always be Texas A&M University System and Work Address should be your department's Mail Stop.
- **Contact Information** – 3 Required Fields: Work Phone #, Home Phone # and Email Address
- **Emergency contact** - This is what will be used if there is an emergency while the traveler is in travel status.
- **Travel Preferences** – optional
- **TSA Secure Flight** – gender and date of birth are required.
- **Assistants and Travel Arrangers** – Please add your BA and the GeoTravel team as delegates. There is a drop down list that includes all employees of the participating system members. Travel Assistants can make travel arrangements for the traveler.
- **Credit Cards** - will need to enter the credit card numbers, billing address and expiration date of any that will be used to pay for travel booked in Concur. Follow instructions below for adding a card:

- Select "Add a card"
- "Display name" is what you want to call your card in the system. Ex: "Personal Visa Card" or "University Travel Card"
- Enter your name as it appears on your card
- Choose what type of card you are entering (Visa, MasterCard, etc...)
- Enter the full 16 digit account number with no dashes
- Enter the expiration month and year
- Enter the billing address for the card. For the billing address of your University Travel Card us your department's Mail Stop address.